OVERVIEW OF EIQ FORMS

The EIQ (Emissions Inventory Questionnaire) consists of required forms and supplemental worksheets. Worksheets are process specific and required only if a facility has the applicable process. As one of the first steps to completing the EIQ, be sure to review this overview section to determine which forms are applicable to your emissions report.

There are four (4) local air pollution control agencies in Missouri that have jurisdiction over sources in their areas. The four are City of St. Louis, St. Louis County, Kansas City (which includes parts of Clay, Jackson, and Platte counties) and City of Springfield (part of Greene County). If your facility is located in one of the local air agency jurisdictions, please contact the appropriate agency for EIQ forms and EIQ related questions. Your local agency may have different regulations and reporting requirements.

The **criteria pollutant** reporting level for each **point** is 200 pounds (0.1 tons) of total emissions. For example, if there are 50 pounds of PM_{10}, 50 pounds of SO_x, and 100 pounds of NO_x, a total emission of 200 pounds, then the emission point is reportable. Not all **Hazardous Air Pollutants** (HAP) have the same reporting level as the criteria pollutants. See Form 2.T instructions for a list of the HAP reporting levels. If the point is not reportable, i.e., the emissions are below the respective reporting level, a Form 2.0 is not needed for that particular point; however, the point must be indicated on the process flow diagram (Form 1.1).

Similar processes could be grouped when certain conditions are met and reported as one emission point. However, not grouping similar processes to avoid reporting an emission point is not allowed. Further discussion on Criteria Pollutants, Reporting Levels, and Grouping can be found in the Glossary.

Total Suspended Particulate (TSP) emissions are not to be reported, as TSP is no longer a criteria pollutant.

Many facilities received preprinted EIQ forms. Air Pollution Control personnel may have made corrections that appear in the preprinted information. Corrections should not be changed without explanation.

If there are forms in your packet that do not require your submittal; please **DO NOT RETURN** the unused forms. In addition, since there have been minor changes on some forms, please do not use any forms from previous years.

The information provided in the returned EIQs will have a number of uses. The most obvious are to calculate emissions and determine fees. Other uses include meeting and/or monitoring permit requirements, providing data for modeling studies and providing an indication of air quality within the state.

Form 1.0 GENERAL PLANT INFORMATION (Required for all facilities.)

This form includes general plant information, a plant emissions total, and a signature section certifying that the submitted information is accurate and complete.

Form 1.0P COMPANY INFORMATION - PORTABLE EQUIPMENT
(Required for all portable facilities.)

This form contains parent company mailing address information for portable equipment. This form is to be used instead of the Form 1.0 General Plant Information.

Form 1.1 PROCESS FLOW DIAGRAM
(Required for all facilities.)

This form outlines the facility's processes and emission points in a flow chart format. The process flow diagram identifies all processes, air pollution emission points, and air pollution control devices for a facility.

Form 1.2 SUMMARY OF EMISSION POINTS
(Required for all facilities.)

This form lists all emission points and associated processes identified on the Process Flow Diagram.

Form 2.0 EMISSION POINT INFORMATION
(Required for all facilities.)

This form is the **main emissions reporting form.** The actual emissions from a point are recorded on this form. A separate Form 2.0 must be completed for each emission point listed on Form 1.2. Some emission points may need more than one SCC (Source Classification Code); an example is a boiler burning two fuels. If this is the case, please indicate both SCCs on Form 1.2 and complete a Form 2.0 for each additional SCC under the same emission point.

Form 2.0C CONTROL DEVICE INFORMATION
(Required only if there are more than two control devices at an emissions point.)

This form provides control device information when there are three or more control devices operative at an emission point. Space limitations on Form 2.0 permit the description of only two control devices.

FORM 2.0L Landfill Information
(Required only if facility has or is a landfill.)

This form is used along with the Form 2.T to calculate the Methane, Non-Methane, and HAP emissions from an operating or closed landfill. An EIQ for a landfill is not required if it accepted no waste after November 8, 1987.

FORM 2.0P PORTABLE PLANTS
(Required only of portable facilities such as rock crushers.)

This form describes the unique characteristics of portable plants and lists all operating sites for the past year.

Form 2.0S Stack Information
(Required only if there are two or more stacks/vents at an emission point.)

This form provides stack information for points where emissions from a process enter the ambient air through two or more stacks/vents. Form 2.0 provides space for detailing information on only one stack.

FORM 2.0Z Ozone Season Information Form
(Required only of certain facilities within the St. Louis Nonattainment Area.)

The applicable area consists of St. Louis, St. Charles, Franklin and Jefferson counties and St. Louis City. A facility within this geographical area is required to submit Form 2.0Z if 10 tons or more of VOC, NO_x or CO are emitted annually.

Form 2.1 Fuel Combustion Worksheet
(Required of all facilities with on-site boilers.)

This form is used to describe the combustion equipment, fuel usage, and the calculations associated with combustion processes.

Form 2.2 Incinerator Worksheet
(Required of all facilities with an on-site incinerator.)

This form is used to describe the incinerator, list the waste material(s) incinerated, and report the annual waste material throughput. A separate Form 2.2 is required for each incinerator.

Form 2.3 VOC PROCESS MASS-BALANCE WORKSHEET
(Required only if a mass-balance calculation is used to calculate an emission factor for an emission point emitting only volatile organic compounds (VOCs).

This form provides documentation of the VOC emission factor determination. A separate Form 2.3 must be filled out for each VOC emission point for which mass-balance calculations are used to derive an emission factor.

Form 2.4 PETROLEUM LIQUID LOADING WORKSHEET
(Required only if a facility needs to calculate the emission factor for petroleum liquid loading into tank trucks, rail cars, and barges.)

This form is **NOT** to be used to calculate emission factors for loading or unloading of material in or out of storage tanks. A separate Form 2.4 must be used for each petroleum liquid loading terminal for which an emission factor is calculated.

One of the following three (3) forms is required of all facilities having one or more tanks with a storage capacity greater than 250 gallons.

Form 2.5 ORGANIC LIQUID STORAGE - FIXED ROOF TANK
Form 2.5L GENERAL LIQUID STORAGE TANK INFORMATION
Form 2.6 ORGANIC LIQUID STORAGE - FLOATING ROOF TANK

Form 2.5L is used to report breathing or working loss emissions from storage tanks if either SCC emission factors or the TANKS program factors are applied. This is the simplest tank worksheet and is applicable to both fixed and floating roof tanks.

Forms 2.5 and 2.6 will be used if, instead of applying SCC factors or the TANKS program, working and breathing loss emission factors are calculated. A separate form must be filled out for each tank and each chemical stored in the tank.

Form 2.5 is used to provide information on fixed roof storage tanks and to document calculations used to determine working and breathing losses and emission factors. Storage tanks which store the same chemical may be grouped and reported as one emission point.

Form 2.6 is used to provide information on floating roof storage tanks and to document calculations used to determine VOC losses from withdrawal, fittings, seams and the calculation of emission factors.

Form 2.7 Haul Road Fugitive Emissions Worksheet
(Required for all facilities with greater than 100 vehicle miles traveled for all haul roads.)

This form is used to provide information on haul roads and, if the SCC emission factor is not applied, to document the calculations used to generate a haul road emission factor. If Form 2.7 is

used to calculate the haul road emission factor, then the entire form must be completed for that haul road.

The instructions specific to Form 2.7 describe the information required if Form 2.7 is not used to document calculations.

Form 2.8 STORAGE PILE WORKSHEET
(Required for any facility with a raw material or finished products stored in an open storage pile located within the plant boundaries.)

This form is used to provide information on a storage pile and to document the calculations used to determine a storage pile emission factor. If Form 2.8 is used to calculate the storage pile emission factor, then the entire form must be completed for that storage pile.

Form 2.9 STACK TEST/CONTINUOUS EMISSION MONITORING WORKSHEET
(Required only if stack tests or continuous emission monitoring results are used to derive emission factors.)

This form is used to document emission factor calculations. A separate Form 2.9 must be supplied for each emission point and pollutant for which stack test or continuous emission monitoring data was used to derive an emission factor.

Form 2.T HAZARDOUS AIR POLLUTANT WORKSHEET
(Required of all facilities that emit more than the specified level of one or more of the 189 HAPs (Hazardous Air Pollutants) chemicals listed in the 1990 revisions to the Clean Air Act.)

This form is used to provide information on the HAP chemicals emitted throughout a facility. This form is used to separate out and list the individual HAPs that have already been reported as VOC/PM_{10} emissions. This form may also be used to calculate **point level** HAP emission factors.

One of the following Form 3.0s is required for all facilities.

Form 3.0 EMISSION FEE CALCULATION
(Required for all facilities unless using one of the alternative forms.)

This form lists and totals the air pollutant emissions determined on each Form 2.0. This form is also used to determine the amount your facility will pay in emission fees to the Missouri Air Pollution Control Program.

Form 3.0 CK EMISSION CALCULATION
(Required for all charcoal kilns facilities.)

Form 3.0 KC EMISSION FEE CALCULATION (KC) and
Form 3.0 STLC EMISSION FEE CALCULATION (STLC)
(Required for all facilities located within the jurisdiction of the Kansas City Health Department or the St. Louis County Department of Health, respectively.)

These forms are the same as the Form 3.0 previously described but they also deduct any air emissions fee for the calendar year of record paid to either the Kansas City Health Department or the St. Louis County Department of Health. Please contact your local agency if the emissions fee paid to the local agency was based on CO (carbon monoxide) emissions.

Form 4.0 FINANCIAL COST ESTIMATE
(Required for all facilities.)

This form is used to track any additional costs incurred by your facility within the last year to implement the Missouri Air Law or the federal Clean Air Act, as amended.

DRY CLEANER REGISTRATION FORM
(Required if facility has a Dry Cleaner on Site.)

In most cases, this form will be used instead of the general EIQ for dry cleaners.